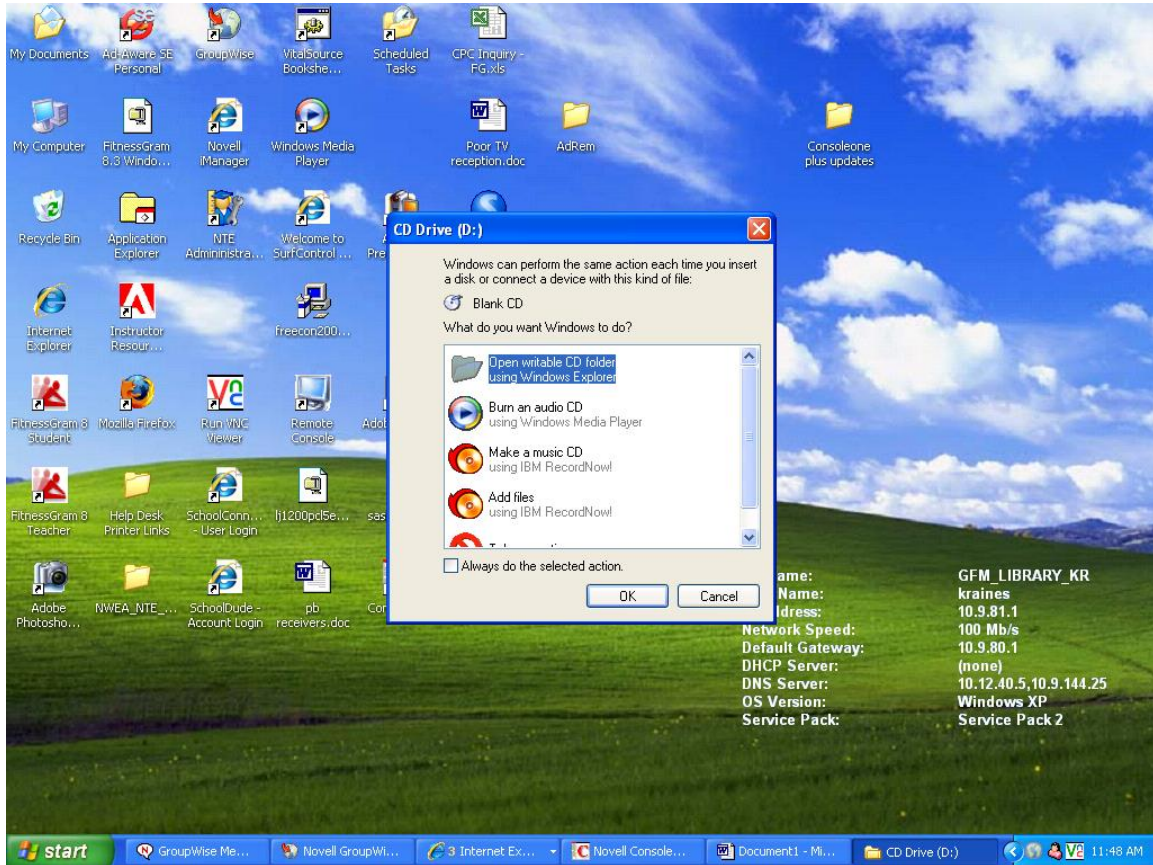


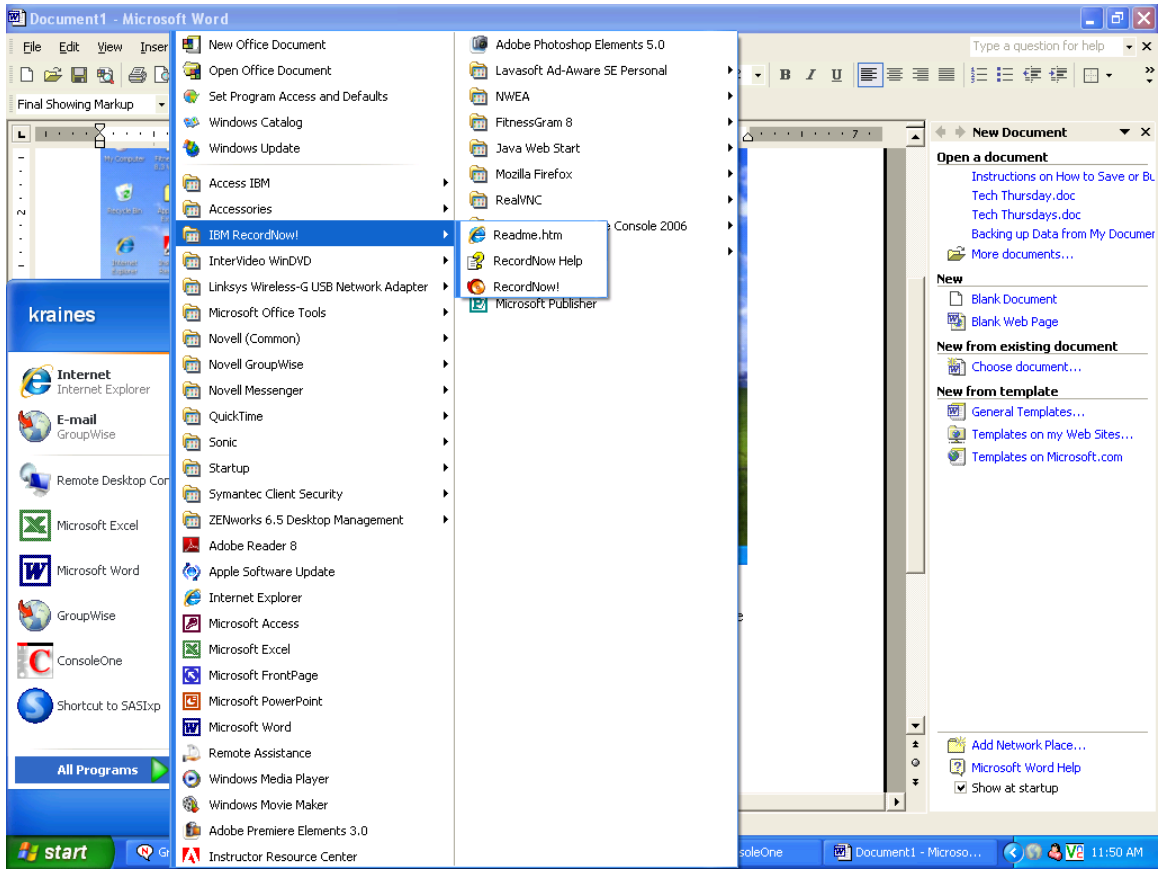
## Saving or Burning your files from Your Home Directory or from My Documents to a CD

1. Insert a blank CD into your CD drive. (**Note: Use a CD\_R or CD\_RW**) The following should come up:

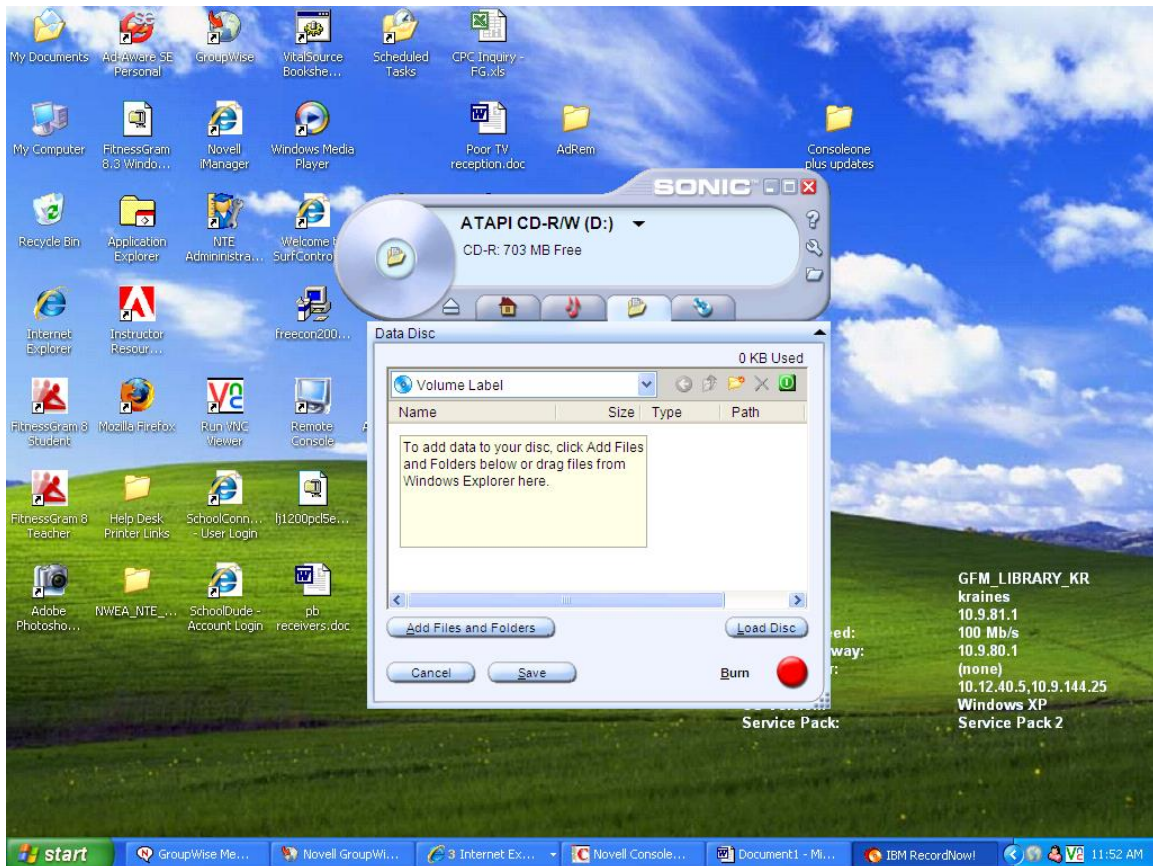


Choose the option that says “**Add files using IBM Record Now**”

**\*\*Note\*\*** If this option does not come up, you can access IBM Record Now by doing the following: **Go to Start, All Programs. IBM Record Now and then choose Record Now!**



Choose make a data disk. You will now add your files that you want to burn to the cd.

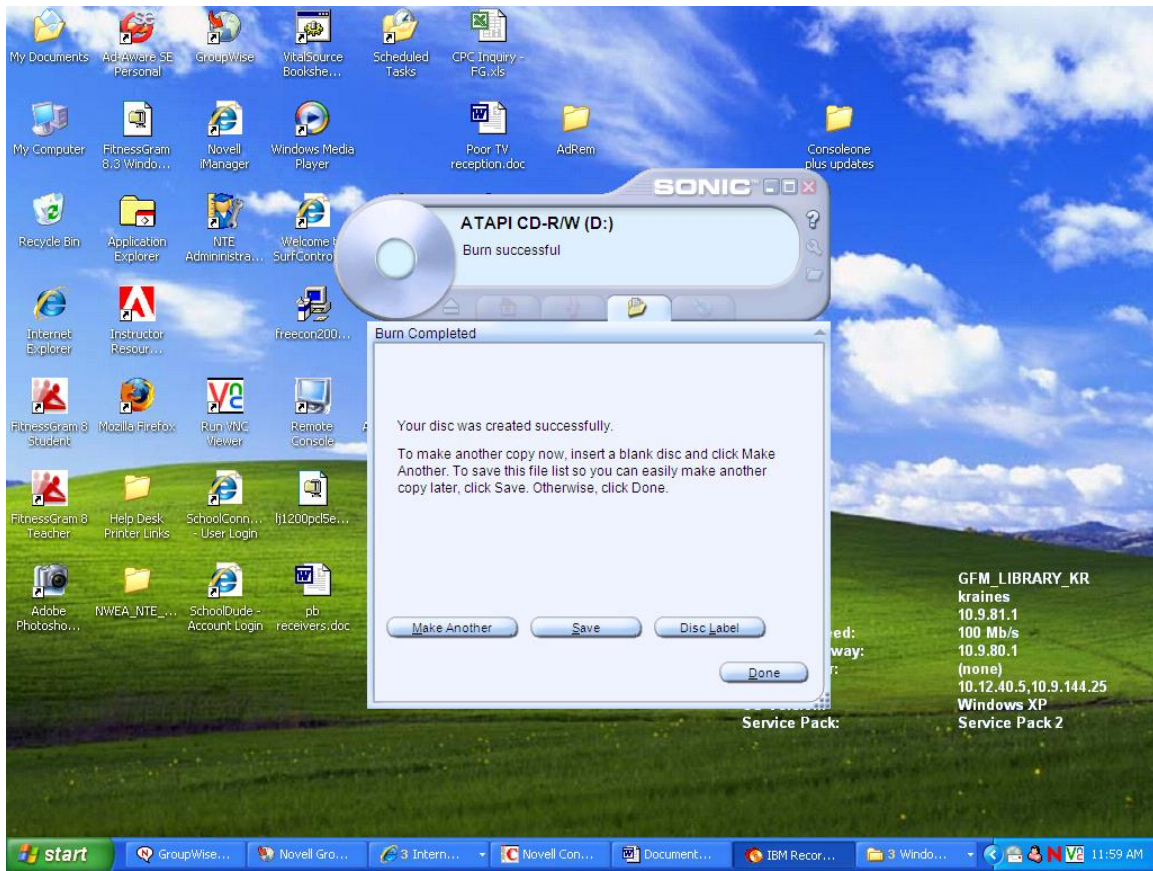


If your saved files are in your home directory, simply open My Computer and you will find your h drive with your name beside it. When you click add files and folders, you go to that location and highlight the folder or files in that directory.



After you have added your files or folders, simply click **BURN**

You should now have the following on your screen letting you know that your files were burned to the cd successfully.



If you were successful, simply click **Done** and take cd out. You can put cd back into drive, open it and see your files or folders.